



Administrative Policies and Procedures: 22.1

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| Subject: | Administration of Food Services in Youth Development Centers and DCS Group Homes |
| Authority: | TCA 37-5-105; 37-5-106 |
| Standards: | ACA: 3 JTS-4A-02, 4A-03, 4A-04, 4A-05, 4A-06, 4A-08, 4A-14; COA: PA-GLS 12.02; DCS Practice Standards: 7-103A, 8-306 |
| Application: | To All Department of Children's Services Youth Development Center Superintendents, Food Service Managers, Food Service Stewards, and DCS Group Home Directors, Food Service Stewards and employees |

Policy Statement:

Each Youth Development Center and DCS Group Home will administer its food service program so that it is financially and nutritionally responsible and responsive to the needs and socio-cultural differences of the youth being served. All records which support the reimbursable meal payments under the School Nutrition Program, must be maintained on file by all participating locations for **three years (3) plus the state's current fiscal year**.

Purpose:

To maintain fiscal responsibility and nutritional integrity for all meals served to youth in DCS locations.

Procedures:

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| A. Records | <p>Records of meals prepared and served must be maintained. These records are to include:</p> <ol style="list-style-type: none">1. Meal service records<ol style="list-style-type: none">Daily production sheets maintaining a record of planned amounts to purchase and preparation of actual foods, number of portions and recipe or volume of food prepared for meals served in accordance with the <i>USDA Food Buying Guide</i>.Number of youth meals served daily, both reimbursable and non-reimbursableNumber of meals served to staff and visitors.2. Fiscal records<ol style="list-style-type: none">Food and supplies purchased competitively in accordance with State of |
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| | <p>Tennessee purchasing regulations</p> <ul style="list-style-type: none">b) Inventories of foods on hand must be maintained at the YDCs.c) Monthly cost of food, labor and supply must be maintained at all DCS locationsd) Food Service monthly reports <p>3. Reporting</p> <ul style="list-style-type: none">a) DCS Group Homes Monthly Food Service Reports are due into Central Office by the 10th of the monthb) YDC Monthly Food Service Reports may provide only meal counts by the 10th of the month. Food, labor and supply cost, to complete the monthly report, will be forwarded immediately following the receipt of Infopacx report |
| B. Menu Planning and review | <ul style="list-style-type: none">1. The master menus will be planned to provide<ul style="list-style-type: none">a) A range of colors;b) Different flavors;c) A mixture of textures;d) A variety of temperatures; ande) A palatable, attractive meal2. The DCS registered dietitian must review<ul style="list-style-type: none">a) Twice annually prior to use of the master menu to assure the menus as planned meet the nutritional requirements (Recommended Daily Allowances) unique to both the female and male population.b) Annually for as served menu (as run) menu changes.3. Planned menus must meet the USDA breakfast and lunch program for meal patterns for traditional menu based meals.4. The menus and any as run changes to the menus must comply with the USDA requirements for the Child Nutrition Program. |
| C. Posted menus | <p>Menus must be posted so they are accessible for youth, including those in segregation.</p> |
| D. Regular meal service | <ul style="list-style-type: none">1. Each DCS location will provide at reasonable times three (3) regularly scheduled meals daily. |

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| | <ol style="list-style-type: none"> 2. Week end and holiday schedules may vary, with at least three (3) meals provided and adequate snacks in the evening for schedule changes. 3. Two (2) of the three (3) meals served must be hot. 4. No more than fourteen (14) hours may elapse between the time of dinner and the serving of breakfast. 5. Meals served must meet the USDA breakfast and lunch programs for meal patterns and for offer-vs-serve. Three (3) of the required meal items must be selected for the meal to be counted as reimbursable meal. |
| E. Uniformity/ Availability of foods | <ol style="list-style-type: none"> 1. Staff must be served the same meal as the youth population. 2. Food, including meals and snacks must never be withheld from youth as a disciplinary measure 3. Youth in segregation must be served the same menu as that provided to general population. 4. Youth working in food services must eat the same meal being served to the general population, and must not be permitted to prepare special dishes or items for their own consumption, with the exception of culinary arts classes. |
| F. Responsiveness to youth preferences | <ol style="list-style-type: none"> 1. Food Service managers and group home stewards must provide youth twice annually with the DCS food preference survey to determine teenage eating preferences. These surveys will be forwarded to the DCS registered dietitian for preparation of the master menu cycle, and to provide feedback to the locations on the preferred menu items. 2. Menus and the weekly managers/stewards choice meals are to be developed to provide a balance between dietary requirements, responsiveness to teenage eating preferences, and socio-cultural preferences |
| G. Restriction of non-nutritive food items | Foods of minimal nutritional value must not be sold in food service areas during meals where they would compete with the reimbursable meals served. |

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| Forms: | <i>None</i> |
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| Collateral Documents: | <u>Internal School Uniform Accounting Policy Manual</u> <i>RDA2888 Food Service Program Files</i> |
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Glossary:

| Term | Definition |
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| <i>Offer vs. Serve:</i> | In a federally reimbursable meal program, allows a youth to decline a certain number of required food items. |